

*File in CPB*  
*267*  
*approved*

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26 JUN 1962

MEMORANDUM FOR: Director of Personnel

ATTENTION :

25X1A9a

SUBJECT : Survey of CPB Finance Activity.

1. In compliance with your request of 25 April 1962, a survey was made of the Central Processing Branch to determine whether an additional person is required to handle the volume of finance work in that activity.

2. It is the opinion of this Office that an additional GS-9 position should be established in the Finance Section of the Central Processing Branch, Office of Personnel. It will be appreciated if you will have said position established as soon as possible. An SF employee will be furnished after this has been accomplished.

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Deputy Comptroller

Attachment

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Distribution:

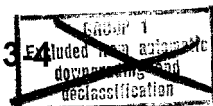
O&2 - Addressee

1 - Signer

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DOC	29 OCT 1961	BY	029725
CRIG COMP	38	TYPE	01
CRIG CLASS	5	PAGES	11
JUST	22	NEXT REV	2011
		AUTH	HR 70-2

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13 JUN 1962

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Survey of CPB Finance Activity

REFERENCE : Memorandum dated 25 April 1962 from Chief,  
Administrative Unit, OP Subject:  
Volume of Finance Activity - CPB

1. PROBLEM:

At your request a survey was made of the finance activity in the Central Processing Branch of the Office of Personnel (hereinafter referred to as CPB) to determine whether the volume of finance work requires the assignment of an additional employee from the Comptroller's "BF" Career Service.

2. FACTS BEARING ON THE PROBLEM:

- a. There are three BF career service employees currently attached to CPB to render financial guidance and assistance to Agency employees traveling on orders from or to headquarters on PCS and TDY overseas assignments as well as to prospective employees (referred to hereinafter as "invitees") invited by the Agency to headquarters for personal interviews. The incumbents of the finance positions are:

\*Mr. [REDACTED] (GS-10)  
[REDACTED] n

Mrs. [REDACTED] (GS-9)

Mrs. [REDACTED] (GS-9)

\*Mr. [REDACTED] replaced  
[REDACTED] effective 21 May 1962

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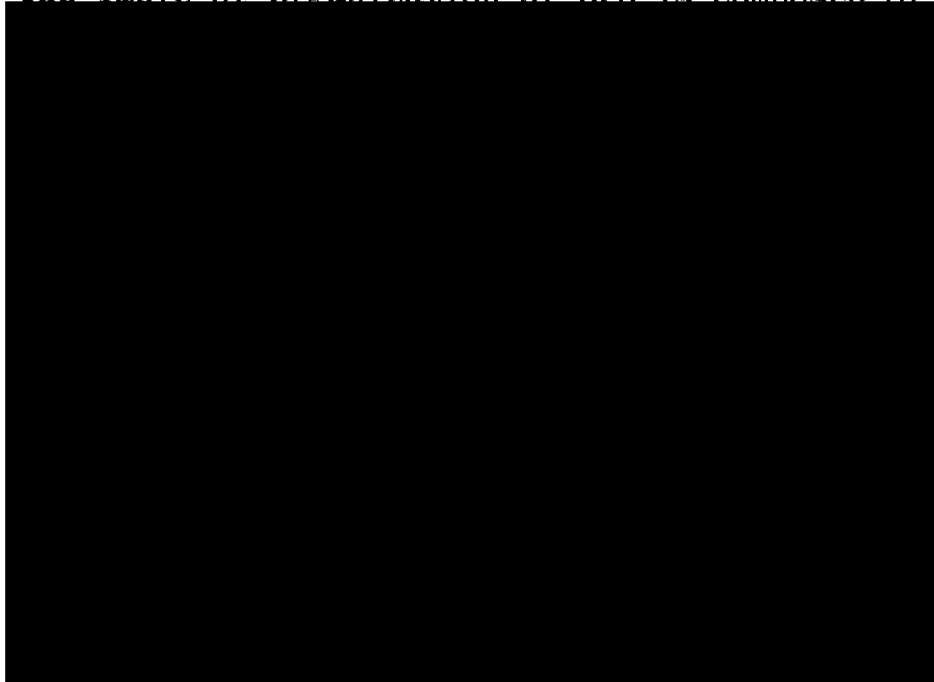


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- b. The Table of Organization of CPB is composed of



- c. The functions of the three Sections of CPB are described briefly on TAB 1.
- d. The number of PCS and TDY travelers and invitees processed by the Finance Section during FY 1961 and for the first ten months of FY 1962 are shown on TAB 2.
- e. Approximately 580 hours are required monthly to discharge the major functions of the Finance Section. A description of these functions and the approximate time required to discharge each is shown in TAB 3.
- f. Except for the month of December and February (See TAB 2), the 580 hours worked by the three Finance employees represents the average actual hours required to perform the work of the Finance Section. A comparison of the 580 hours with an average work month of 456 hours for the three employees (22 work days less 3 days of annual and sick leave for each) indicates that the finance employees are working 124 hours of uncompensated overtime each month.

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3. DISCUSSION OF THE PROBLEM:

- a. In September 1961 CPB was given the responsibility for assisting and settling immediately all travel and per diem claims of invitees invited to headquarters for personal interviews leading to possible employment by the Agency. The only Section of CPB participating in this program is the [REDACTED]. 25X1A  
The steady and mounting increase in the number of invitees being processed by the [REDACTED] 25X1A  
(See TAB 2) together with the other functions of this Section is a burden which the three finance personnel cannot possibly fulfill within a forty hour work week. Currently the [REDACTED] 25X1A  
personnel are working at top speed with little time for lunch and work breaks.
- b. The spot settlement of invitees' travel vouchers which necessitated establishment of an imprest fund has added an additional workload on the [REDACTED] 25X1A  
[REDACTED] and in particular on the Chief of the [REDACTED] 25X1A  
The Section Chief is solely responsible for the fund, for settling the invitees' reimbursement vouchers, for preparing the accountings for replenishment of the fund, and for other functions which do not permit him time to properly supervise the Section. The Chief of the [REDACTED] is 25X1A  
required to prepare an imprest fund replenishment voucher daily in order to ensure that he will have adequate funds for reimbursing invitees for their travel. This is necessary because the imprest fund is currently approved for only \$10,000, the number of invitees' vouchers are steadily increasing and five days are required to process a replenishment voucher through the Budget Section, Office of Personnel and the Finance Division.
- c. A recent memorandum from the Chief, Audit Staff to the Director of Personnel recommended that consideration be given to consolidating the two imprest funds and to making some reduction in the funds. I agree with the recommendation to consolidate the two imprest funds; however, I recommend that the consolidated imprest fund be raised to \$20,000 so that accountings may be prepared less frequently than daily.

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4. RECOMMENDATIONS:

On the basis of the above comments it is recommended that:

- a. One additional finance employee (GS-9 level) be assigned as quickly as possible to the [REDACTED] of the Central Processing Branch, Office of Personnel.

25X1A

25X1A

[REDACTED]  
25X1A9a

Member,  
Technical Accounting Staff

CONCUR:

25X1A9a

[REDACTED]  
Chief, Technical Accounting Staff

13 June 1962  
Date

APPROVED:

25X1A9a

[REDACTED]  
Deputy Comptroller

25 June 62  
Date

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FUNCTIONS OF CENTRAL PROCESSING BRANCH  
OFFICE OF PERSONNEL

TAB 1

25X1A

- Establishes briefing appointment schedules within CPB for all [REDACTED] traveling overseas; assists and settles travel claims of prospective employees (invitees) invited to the Agency for personal interviews; maintains petty cash fund (currently \$10,000) for settlement of invitees claims; receives and delivers to the Finance Division all internal CPB papers which require processing by the Comptroller's Office; briefs and assists all incoming and outgoing PCS and TDY travelers on matters listed on Finance Operations Record, Form 1220 d, (copy attached); effects liaison with Agency components on finance matters as they relate to overseas travel; and provides such other assistance as called upon.

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25X1A

- Responsible for determining that personnel being processed for PCS and TDY assignments overseas have the endorsement of the appropriate Agency components for such assignments; for obtaining through the appropriate [REDACTED]

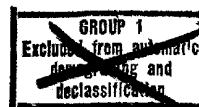
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[REDACTED] passports, visas, and other documentation needed for employees traveling outside of the country; and for maintaining liaison with passport offices. In briefing outgoing PCS employees the Section prepares Residency and Dependency Reports; advises that library books are to be returned; and that credit union accounts should be in good standing; assures that there is no medical hold on the departing employee; as applicable, determines his draft status;

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TAB 1 cont'd

25X1A

and schedules medical examinations for returnees and perform such other personnel duties as assigned.

25X1A

- Reviews travel file and travel orders with outgoing employees and initiates the necessary papers for the storage and transportation of household effects; obtains [REDACTED] as appropriate; purchases tickets for travelers; maintains a petty cash fund for use in purchasing transportation tickets for certain domestic TDY travel; arranges travel itineraries and make hotel reservations outside the country for employees and dependents; advises on such matters as baggage allowance, restrictions on pets, etc; advises sponsoring offices of date of departure and estimated date of arrival of employees in order that such information may be cabled to the overseas posts; and provides such other assistance to travelers and dependents as circumstances warrant.

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25X1A

Major Functions of the  
[REDACTED] of the  
Central Processing Branch

TAB 3

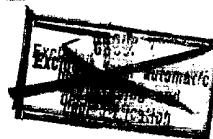
25X1C

<u>Functions</u>	<u>Approx. Hours</u>
(1) Arranging appointments for [REDACTED] approximately 30 minutes each - - - - -	25
(2) Briefing PCS and TDY employees, 138 employees at approximately 1 1/3 hours each - - - - -	184
(3) Typing and distributing Foreign Duty Data Sheets, 60 sheets at approximately 1/2 hour each- - - - -	30
(4) Preparation of weekly check out list and securing clear- ances for PCS and TDY. 125 employees at approximately 15 minutes each- - - - -	30
(5) Preparation of travel advances. 100 employees at approximately 20 minutes each- - - - -	30
(6) Preparation of daily interview reports for Chief, CPB. 22 each month at approximately 3/4 hours each- - - - -	15
(7) Assisting invitees on travel, including settlement of claims. 125 invitees at approximately 40 minutes each- - - - -	84

25X1C

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TAB 3 cont'd

(8)	Maintaining imprest fund (counting cash, rendering daily accountings, etc.) approximately - - - - -	30
(9)	Telephone calls. Incoming and outgoing. Approximately 1500 - - - - -	150
TOTAL HOURS MARCH		<u>580</u>

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